

APPLICATION FOR USE OF CITY HALL ATRIUM

Date Received _____

CITY OF ROCHESTER
Department of Parks, Recreation, and Human Services
Office of Special Events
30 Church Street, Room 222B
Rochester, New York 14614
Phone (585) 428-6694 Fax (585) 428-7991

Call 428-6694 to check availability of the City Hall atrium PRIOR to completing this application.

This application must be received at least **THREE WEEKS** prior to event. See **Rules and Regulations** on reverse.

The application review process begins when the City Special Events Office has received a completed application and \$20 application processing fee.

REQUESTS ARE NOT CONFIRMED UNTIL A "SPECIAL EVENTS PERMIT" HAS BEEN ISSUED.

Name of Event: _____

Date of Event: _____

Purpose of Event: _____

Time of Event: _____ to _____

Name of Sponsor Organization

Address-City-State-Zip

Phone

Responsible Person

Address-City-State-Zip

Phone

ANTICIPATED ATTENDANCE: _____

ACTIVITIES PLANNED - check all that apply

Photography Session _____

Catered Reception _____

News Conference _____

Food / Beverages to be served: _____

Other (Please specify) _____

SET UP REQUIREMENTS:

Wooden Podium PA System _____

Number of Six-Foot Tables (max. 8) _____

Number of Chairs (max 30) _____

Number of Chrome Litter Baskets _____

Other (please specify) _____ (Attach sketch of layout if desired)

CLEAN-UP: Applicant is responsible for leaving area clean and orderly after use.

FEES

A \$20 processing fee is required for a City Hall Atrium Special Event permit.

A Security fee will be assessed for events which are planned outside regular business hours (9 am - 5 pm).

A Building Services fee may also be assessed.

Checks are payable to "City Treasurer, Rochester, NY."

(Charges are dependent upon anticipated attendance and scope of event).

All fees are non-refundable.

OFFICE USE ONLY: Fees paid: Application _____ Security _____ Building Services _____

RULES AND REGULATIONS

Once this application has been approved by appropriate departments, a "Special Event Permit" will be issued. The "Special Event Permit" is not transferrable.

The Permittee:

1. Must have a responsible person available on site for entire event.
2. Must perform all clean-up of atrium during and after event.
3. Is responsible for payment for any damages to area or equipment.
4. Must possess permit during event.

The City :

1. Reserves the right to determine to whom permits are issued.
2. Can cancel the permit if the permittee is in violation of the terms and conditions of permit.
3. Is NOT responsible for any sums of money expended by permittee in anticipation of the planned activity.
4. Does not supply tablecloths, utensils, sound systems (except the wooden pa podium), extension cords, fans.

Permittee hereby agrees to indemnify and hold harmless the City of Rochester, its officers and employees from any and all claims of damage to persons or property that may result from the activities permitted hereunder. The permittee shall, if requested, furnish Corporate surety or proof of insurance for such indemnity and in such amount as may be deemed requisite.

State of New York)

County of Monroe) ss:

City of Rochester)

_____, being duly sworn, deposes and says that he/she is the true named applicant, or representative of said applicant, that the statements in said application are true.

Signature of

Applicant: _____

Subscribed and sworn to before me this _____ day of _____, 20____

_____, Expires: _____

Commissioner of Deeds/ Notary Public